

Revision 5/19/2009

BOS Relationships	Authorized Date	Charter Approved	Committee Formed	Completion Date
Bring cohesiveness to the Board of Selectmen – SWOT method: STRENGTHS – WEAKNESSES – OPPORTUNITIES – THREATS.	4-May-09	n/a	n/a	
Analysis of BOS operating procedures to improve efficiency and effectiveness of board including (1) update of “Policy Regarding Selectmen’s Meeting Agendas” and (2) process or policy for guidelines for speaking to the press	18-May-09	n/a	n/a	

## Business Development

Identify candidate business/industries to Town with goal to lower tax levy on households by \$1M	18-May-09			
--------------------------------------------------------------------------------------------------	-----------	--	--	--

## Employee Benefits

Research the possibility of town employees to enter Group Insurance Commission (GIC) for employee health insurance.				
Research methods to provide coverage for town employees for short term illness including sick time roll-over alternatives, short term disability insurance, etc.	18-May-09			

## Staffing

Plan to provide two police officers on duty at all times.				
Status/plan for Town Planner position				

## Communication

Increase communications between town departments, boards and committees.				
Infrastructure assessment and need to allow citizen participation in public hearings from home				
Possibly have the Town Accountant provide an “Interest Income” report similar to the AWRSD provides – example 07/01/2007 – 06/30/2008.				

## Planning

Provide a 5 year plan for long term revenue forecasting and budget planning.				
------------------------------------------------------------------------------	--	--	--	--

## Process

Special Act Study Committee	??????	18-May-09	Yes	
IT Study Committee	??????	18-May-09	Yes	
Research the value of revolving accounts.				
Process to increase citizen participation in town affairs, including volunteerism, new resident assimilation into town, child care services during town meetings/public hearings, etc.				
Review Town’s computer policy.				
Review Emergency Closing policy				
Research and discuss a five-year personnel plan.				

**Revision 5/19/2009**

Change the budget format in the Town Report to include detailed budget information – example: ATM 05/02/2009 Advisory Board Handout.				
Establish a Town Hall Key policy.				

## Regionalization

Group Purchasing				
Regional Dispatch with Ashby Fire Department.				
Other opportunities to partner with other communities to increase regionalization.				

## Productivity

Plans to decrease costs for legal services.				
Study of town department procedures to identify productivity opportunities with focus on inter-departmental interfaces				
Provide list of employee cell phones and research a package plan to reduce costs.				

## Other

Explore methods to lower water & sewer rates	18-May-09			
Status of the Piano Museum contract lease.				
Find creative ways to finance J.R. Briggs Elementary School knowing there is a minimal tax base.				
Status/plan for moving the Highway Department to a new location. – Is it 3 – 5 years down the road?				
Inquire from the Planning Board the status of the “Low Impact” Bylaw.				
Discuss Board of Health letter dated May 21, 2008 discussing the possibility of re-opening the Town Pool.				
Have an outside independent study done on the Fire Department similar to the Police Department study done by BadgeQuest.				

## Actions Not Requiring Studies

Each month schedule a department head and board chairman to attend a BOS meeting.				
Invite the state senator and state representative to attend the BOS meetings on a quarterly basis.				
Receive monthly reports from Department Heads.				
Received detailed report on December 2008 Ice Storm costs.				
Establish goals and objectives for the Town Administrator.				
Schedule “Year End Transfer” meeting early.				
Provide a list of Town-owned vehicles that are taken home after “normal business” hours – memo dated July 9, 2008.				
Status of discrimination complaint(s), legal issues, etc.				
Reschedule training for “Conflict of Interest Ethics Seminar.”				
Status of properties for auction – Memo from Lori Capone dated April 28, 2008.				
Status on John MacMillan’s request to change election date – Letter dated July 25, 2008.				

**Revision 5/19/2009**

Receive survey report of the Village Center District Zoning Study Committee that was sent to residents via AMLP billing – August 3, 2008.				
Discuss congratulating/becoming involved with Westminster's 250 <sup>th</sup> Anniversary.				
Move water trough from The Victorian House and place on town property.				
Status of the Verox Group intent to operate a U.S. EPA/Homeland Security pesticide manufacturing business in Ashburnham – memo dated May 8, 2008.				